

# **INSTRUCTION ON HOW TO FILL OUT THE LRC ITALY (LIVORNO) REQUEST FOR MOTOR VEHICLE TRANSPORTATION FOR GREATER THAN 24 HOURS, OR TRAVEL GREATER THAN THE PERMISSIBLE OPERATING DISTANCE:**

## **TO BE COMPLETED BY REQUESTOR:**

Section 1.REQUESTOR NAME

Section 2.UNIT NAME

Section 3.TYPE (FROM PULL DOWN SELECT TYPE OF VEHICLE)

Section 4.NUMBER OF PAX

Section 5.CARGO TYPE, WEIGHT, MEASUREMENT (WHEN REQUESTING SUPPORT FROM TMP DRIVERS)

Section 6.DEPARTURE DATE AND TIME (IF THE VEHICLE IS NEEDED ON SATURDAY/SUNDAY THE PICKUP DATE IS FRIDAY

Section 7.RETURN DATE AND TIME (IF VEHICLE RETURN ON SATURDAY/SUNDAY, THE RETURN DATE IS THE FOLLOWS MONDAY)

Section 8.ORIGIN (INSTALLATION, BLDG#)

Section 9.DESTINATION (LOCATION, INSTALLATION, BLDG#)

Section 10.TMP DRIVER (CHECK MARK TO INDICATE IF A TMP DRIVER IS NEEDED) IF A TMP DRIVER IS NEEDED INDICATE TIME, BLD# AND POC NAME

Section 11.JUSTIFICATION (DESCRIBE WHAT YOU WILL USE THE VEHICLE FOR, AND WHERE YOU WILL USE IT. BE SPECIFIC)

Section 12. SELECT "YES" or "NO" Block 12A, 12B, 12C, 12D & 12E.

Section 13.RESPONSIBLE PERSON (RESPONSIBLE MISSION) DSN & CELL NUMBER ARE MANDATORY

Section 14.REQUESTOR INFORMATION, DSN, CELL NUMBER, DATE AND SIGNATURE ARE MANDATORY

Section 15.AUTHORIZATION, TO BE COMPLETED AND SIGNED BY UNIT TRANSPORTATION COORDINATOR (UTC) APPOINTED BY UNIT COMMANDER IN ACCORDANCE WITH AE58-1

## **MOST IMPORTANT**

**UNIT IN BLOCK 2. SUBMITTING THIS REQUEST IS REQUESTING AN EXCEPTION TO ARMY SUSTAINMENT COMMAND POLICY LETTER FOR NON-TACTICAL VEHICLE (NTV) AND NON-STANDARD EQUIPMENT(N-SE) DISPATCHING / UTILIZATION MANAGEMENT POLICY, PARAGRAPHS 5.K. & 5.F. , IN ORDER TO DISPATCH THE VEHICLE FOR GREATER THAN 24 HOURS, AND OUTSIDE OF THE PERMISSIBLE OPERATING DISTANCE OF 225 MILES, ONE WAY. BY SIGNING THIS FORM, THE UNIT UNDERSTANDS THAT USING THE VEHICLE FOR PURPOSES OTHER THAN OUTLINED IN BLOCK 11 & 12A-E. (JUSTIFICATION) WILL RESULT IN THE UNIT LOSING DISPATCHING PRIVILEGES. THE UNIT ALSO UNDERSTANDS THAT APPROVAL OF THIS REQUEST WILL NOT BE CONFIRMED UNTIL THREE DAYS PRIOR TO TRAVEL, AND THE TMP MAY CANCEL THIS RESERVATION IF IT RECEIVES A COMPETING REQUEST FOR USE OF THIS VEHICLE FOR UNDER 24 HOURS, AND WITHIN THE POD. A DISAPPROVAL OF THIS REQUEST CONSTITUTES A "STATEMENT OF NON-AVAILABILITY" FOR A GOVERNMENT VEHICLE IAW THE JOINT TRAVEL REGULATION**

## **HOW TO SEND THE REQUEST TO TMP?**

TO TMP DISTRIBUTION LIST "USARMY.LIVORNO.IMCOM.LIST.TMP@MAIL.MIL" OR JUST CLICK ON TOP BUTTON "EMAIL FORM".

ONCE TMP WILL RECEIVE THE REQUEST IT WILL BE PROCESSED BY TMP PERSONNEL NLT 24 HOURS, TMP WILL REPLY TO THE REQUESTOR AND APPOINTED UTC's ON CC LINE IF VEHICLE WILL BE AVAILABLE OR NOT AS DATE WAS REQUESTED.

- 1) IF A CLASS C VEHICLE WILL BE "AVAILABLE" TMP REQUEST WILL BE "APPROVED" AND WILL CHECK MARK "AVAILABLE" AND THE ADMIN NUMBER FOR THE VEHICLE RESERVED WILL BE ANNOTATED IN THE REQUEST, MAKE SURE THAT YOUR DRIVER HAS A COPY OF THE REQUEST APPROVED WHEN WILL BE AT TMP FOR PICK UP THE VEHICLE.**
- 2) IF CLASS C VEHICLE IS "NOT AVAILABLE" TMP REQUEST WILL BE "DISAPPROVED" AND WILL CHECK MARK "NOT AVAILABLE" AND UNIT CAN USE THE DISAPPROVED REQUEST AS A LETTER OF NON-AVAILABILITY TO SHOW UNIT COMMANDER TO HAVE HIS/HER PERMISSION TO OBTAIN A COMMERCIAL RENTAL VEHICLE AT YOUR UNITS EXPENSE.**